



Philippine Economic Zone Authority

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MEMORANDUM ORDER NO. 2009-002 *syb*

TO : PEZA-Registered Export and I.T. Enterprises
PEZA-accredited Customs Brokers
Zone Administrators / Managers/ Officers-in-Charge
Unit Heads of PEZA Customs Documentation Units/CPCO

FROM : Director General LILIA B. DE LIMA *He: l -*

DATE : 20 April 2009

SUBJECT : **Mandatory Use of the PEZA Electronic Import Permit System (eIPS)
by 15 MAY 2009 for All Importations , including Regulated Goods**

Pursuant to PEZA's Memorandum Order (M.O.) No. 2008-005, dated 16 December 2008 (*Mandatory Implementation of the PEZA Electronic Import Permit System*), and in line with PEZA's continuing efforts to make doing business in PEZA economic zones and IT Parks/Centers easier, more efficient and more transparent, **effective 15 May 2009 all** PEZA-registered Economic Zone Export Enterprises ("EEEs") and I.T. Enterprises ("ITEs") **located in Economic Zones and IT Parks/Centers already eIPS-enabled as of date** are hereby required to use the eIPS for **all** their importations **except** machinery and equipment. The list of eIPS-enabled Economic Zones and IT Parks/Centers as of date is attached as **Annex A** hereof.

The date of effectivity of the mandatory use of the eIPS by EEEs/ITEs in Economic Zones and IT Parks/Center not included in Annex A hereof shall be issued in subsequent PEZA Circulars.

Further, relative to M.O. No. 2008-05, we have noted that in a number of Lists of Importables ("List/s") submitted by EEEs/ITEs, items not covered by PEZA's tax and duty exemption incentive have been included as importables, e.g., food items, personal effects, furniture, etc. Some Lists submitted also contain items that require prior clearances / permits from PEZA or from other government regulatory agencies (e.g. DENR, PNP-FED, PDEA, et.al.), which, as provided in M.O. No. 2008-005, should be segregated in a separate List.

It has also been noted in many instances, that the description of items indicated in the List is the product / item code which does not describe nor present an understandable identification of the item.

In order to address these concerns and establish accountability for the List of Importables submitted to PEZA, while enabling the immediate mandatory use of the eIPS, please be advised that all EEEs/ITEs shall comply with the guidelines prescribed herein for the submission of the List of Importables, which shall be supplemental to the guidelines and procedures prescribed in PEZA's Memorandum Order No. (M.O.) 2006-03, dated 11 September 2006 (*Implementation of the PEZA Electronic Import Permit System (eIPS) for Tax and Duty-Free Importations of Economic Zone Export-Producers and I.T. Enterprises*) , Memorandum Circular (M.C.) No. 2007-017, dated 31 August 2007 (*Clarification, Amendments and Additional Instructions on the Implementation of the PEZA Electronic*

PEZA - DTS



1511-2009-00020

"Trabaho at kabuhayan sa bawat tao"
President Gloria Macapagal-Arroyo

Import Permit System”), and M.O. No. 2008-005. (All these Issuances, and corresponding Annexes, including this Memorandum Order, may be downloaded from PEZA’s website – www.peza.gov.ph – under “Issuances”):

A. Definition of Terms:

1. “*Importables*” shall refer to goods / items / merchandise that are directly and actually needed and are to be used by an EEE/ITE exclusively in its registered activity/ies and are exempt from import duties and taxes in accordance with Republic Act No. 7916, the Special Economic Zone Act of 1995, as amended, its Implementing Rules and Regulations, PEZA policies and issuances, and the EEE’s/ITE’s Registration Agreement and Supplemental Agreement/s with PEZA. Importables may be “Regulated” or “Unregulated.” For the purpose of this Memorandum Order, “Importables” shall **not** include machinery and equipment, except network equipment for ITEs.
2. “*Unregulated Importables*” shall refer to “Importables” that do not require a separate clearance / authorization from PEZA prior to approval of the Import Permit, namely: raw materials, parts and components, spare parts, supplies and other inputs required by the EEE/ITE for the manufacture of its registered export products or for the performance of its registered activity.
3. “*Regulated Importables*” shall refer to “Importables” that require, prior to approval of the Import Permit, a separate clearance , authorization, license or permit from: (a) PEZA - such as , but not limited to, call center peripherals / furniture, specialized construction materials, specialized vehicles, monitored goods/items such as goods/items for recycling / refurbishing and items with quantity limits - in accordance with the Rules and Regulations Implementing R.A. No. 7916, as amended, PEZA policies and issuances, and the EEE’s/ITE’s Registration Agreement and Supplemental Agreement/s with PEZA; or (b) other government regulatory agencies such as, but not limited to the Department of Environment and Natural Resources-Environmental Management Bureau (DENR-EMB) for toxic and hazardous substances/goods/items; Philippine National Police – Firearms and Explosives Division (PNP-FED) for goods/substances used in explosives; Philippine Drug Enforcement Agency (PDEA) for “precursor” substances; National Telecommunications Commission (NTC) for telecommunications equipment and peripherals; Bureau of Plant Industry (BPI) for plants/plant products; Fertilizer and Pesticide Authority (FPA) for pesticide/pesticide substances; etc.
4. “*Non-importables*” shall refer to goods/items that are not exempt from import duties and taxes - such as, but not limited to, ordinary construction materials, furniture (other than those allowed for IT enterprises and specialized furniture to be used in production operations), items for personal use/consumption, ordinary vehicles and transportation equipment; etc. - as provided in R.A. No. 7916, as amended, its Implementing Rules and Regulations, PEZA policies and issuances, and the EEE’s/ITE’s Registration Agreement and Supplemental Agreement/s with PEZA, and which, in no way, shall be included in the List of Importables.

B. EEEs / ITEs in Economic Zones and IT Parks / Centers Listed in Annex A that are Not Yet Enrolled in the eIPS are required to comply with the following not later than 08 May 2009:

1. All EEES/ITEs which have submitted their Lists of Importables in compliance with PEZA's M.O. No. 2008-005 but which Lists have not yet been uploaded in the eIPS, and those which submitted only a partial List of Importables, shall:
 - a. **Re-submit** to their ZA/ZM/OIC their List of Importables in accordance with the requirements in this Memorandum Order (the concerned EEES/ITEs will be notified by their respective ZAs/ZMs/OICs and the Lists previously submitted shall be returned to them for compliance with the requirements of this Memorandum Order);
 - b. **Submit** to their ZA/ZM/OIC a separate List of Regulated Importables, if the same has not been submitted, or if the Regulated Importables were integrated with the List of Importables originally submitted;
 - c. **Submit** to their ZA/ZM/OIC the "Pro-forma Application Letter" for enrolment in the eIPS (as provided in M.O. No. 2006-003, herewith attached as **Annex B**), if the same has not been submitted.
2. All other EEES/ITEs shall submit to their ZA/ZM/OIC their Lists of Importables (Unregulated and Regulated) in accordance with this Memorandum Order.
- C. **All EEES / ITEs in Economic Zones and IT Parks / Centers Listed in Annex A that are Already Enrolled in the eIPS shall submit to their ZA/ZM/OIC their List of Regulated Importables in accordance with the requirements of this Memorandum Order not later than 08 May 2009.**

D. Requirements for the Lists of Importables

1. The List of Regulated Importables shall be segregated from the List of Unregulated Importables, and labeled / identified accordingly. Both Lists shall be in the format prescribed under M.O. No. 2006-003 (**Annex C**).
2. One (1) hard copy of the Lists of Importables (Unregulated and Regulated) must be submitted to the ZA/ZM/OIC, together with the following:
 - a. "Proforma Application Letter" (**Annex B**);
 - b. Endorsement / Certification of the List of Importables signed by the President / Chief Executive Officer (CEO) of the EEE / ITE in the attached prescribed format (**Annex D**). In the alternative, the Endorsement / Certification may be signed by a company official of managerial rank/position, duly designated by the EEE's/ITE's President/CEO as his Nominee, in the attached prescribed format (**Annex E**).
3. A soft copy of the Lists of Importables must be sent by e-mail to the ZA/ZM/OIC (instead of a CD copy as provided in M.O. No. 2006-003), together with a soft copy of D.2 (a) and (b) above. The e-mail shall be sent only from the e-mail address of the EEE's/ITE's President/CEO or his duly designated Nominee, as indicated in the pro-forma Endorsement/Certification of the List/s of Importables attached to the submitted Lists of Importables, and shall be sent directly to the individual PEZA e-mail address of the EEE's/ITE's respective ZA/ZM/OIC (please see **Annex F** for the e-mail addresses ZAs/ZMs/OICs).

4. Submission of Lists of Importables shall be considered complete and official only upon submission of both hard and soft copies, together with the other required documents prescribed above.
5. If product code or some other item code is used in the List of Importables, the actual description of the item must also be included for clarity.
6. Each item in the Lists of Importables shall include the corresponding **11-digit HS Codes** based on the ASEAN Harmonized Tariff Nomenclature (AHTN) of the Philippine Tariff Commission **2007** and subsequent amendments thereto.


E. Procedures for eIP Applications for Regulated Importables

1. Every application for eIP for Regulated Importables shall be subject to prior online processing by the ZA/ZM/OIC. Upon filing the application for the eIP, the EEE/ITE shall submit to the ZA/ZM/OIC - by fax or e-mail image - the corresponding authorization, clearance, license or permit required from PEZA or from other concerned regulatory agency/ies.
2. Upon approval by the ZA/ZM/OIC of the eIP application, the EEE/ITE shall submit to the PEZA office in the PEZA Customs Documentation Unit (PCDU) / Customs- PEZA Clearance Office (CPCO) in the seaport/airport, the corresponding actual / original authorization, clearance, license, or permit issued by PEZA or the appropriate regulatory government agency earlier provided by the EEE/ITE to the ZA/ZM/OIC by fax or e-mail.

F. Procedures for eIP Applications for Additional Importables (Unregulated and Regulated)

1. Subsequent Lists of New / Additional Importables (i.e., importables not included in the Lists previously submitted to the ZA/ZM/OIC) shall be submitted to the ZA/ZM/OIC in hard copy and soft copy as herein prescribed, together with the required documents provided in section "D" above.
2. eIP applications for new / additional importables (unregulated and regulated) may also be directly filed. Said applications shall be subject to prior on-line processing by the ZA/ZM/OIC. In all instances, the EEE/ITE shall indicate in the eIP applications if the item is Unregulated or Regulated.

G. Responsibilities

1. The EEE/ITE, through its President/CEO and his designated Nominee, if any, shall be responsible for the contents of the List/s of Importables submitted to PEZA, including new importables added electronically to the List/s upon approval by the ZA/ZM/OIC of an eIP application filed by the EEE/ITE for said new Importable/s.
2. The certifying Customs Broker shall be responsible for the correct assignment of the HS Codes corresponding to the items in the List of Importables submitted / endorsed by the EEE/ITE, including new importables added electronically to the List/s upon approval by the ZA/ZM/OIC of an eIP application filed by the EEE/ITE-principal of the Customs Broker for said new Importable/s. 

H. Continuing Audit by PEZA of Submitted Lists of Importables

Submitted Lists of Importables, including those already uploaded in the eIPS prior to the issuance of this Memorandum Order, shall be subject to a continuing post-uploading review / audit by PEZA / the respective ZAs/ZMs/OICs. The ZAs/ZMs/OICs are not required to pre-screen / pre-check the submitted Lists prior to uploading in the eIPS as these have been duly certified by the EEE's/ITE's President/CEO or his duly designated Nominee.

I. Violations

1. Findings of the following nature by PEZA / the ZA/ZM/OIC in audit / review of submitted List of Importables shall be dealt with accordingly, and the concerned EEE/ITE shall be subject to applicable fines and penalties provided in the PEZA Rules and Regulations, or as may be prescribed by the PEZA Board : **(a)** a Non-importable item included in the List of Importables and **(b)** a Regulated Importable included in the List of / labeled as Unregulated Importable.
2. Any clearly and distinctly erroneous assignment of HS Codes to any item in the submitted Lists of Importables certified to by the EEE's/ITEs Customs Broker - including new importables added electronically to the List/s upon approval by the ZA/ZM/OIC of an eIP application filed by the EEE/ITE-principal of the Customs Broker for said new Importable/s - shall be dealt with accordingly, and the concerned Customs Broker shall be subject to applicable fines and penalties provided in the PEZA Rules and Regulations, PEZA's Memorandum Circular No. 2001-011, dated 15 October 2002 (*Penalties to be Imposed to Truckers, Brokers and Freight Forwarders*), or as may be prescribed by the PEZA Board.


In order to avoid violations in the List of Importables, EEEs/ITEs are advised to consult with their respective ZAs/ZMs/OICs in case of uncertainty as to whether or not certain items are Importables or Non-Importables, **or** are Unregulated or Regulated Importables.

All provisions of Memorandum Order No. 2006-003 and Memorandum Circular No.2007-017 not inconsistent with any of the provisions of this Memorandum Order, shall remain in force and effect.

EEEs/ITEs may inquire from and enroll with any of the three (3) PEZA-accredited Value Added Service Providers (VASPs) to date, namely:

- E-Konek Pilipinas Inc. (E-Konek) – Mr. Wilhelm Ortaliz @ e-mail: gortaliz@ekonek.com / Ms. Lorena F. Misa (for registration) @ e-mail: lmisa@ekonek.com and ekonek.help@ekonek.com / E-Konek Tel. Nos - 3863385 to 86; 3862605; 9944868; and Fax No. 8798310.
- InterCommerce Network Services Inc. – Mr. Francis Lopez @ Tel. Nos. 8432792, 8438182 and e-mail: flopez@intercommerce.com.ph
- Apollo Technologies Inc. – Mr. Ed Coronel @ Tel. No. 4392766/67 and e-mail: ed@apollo.com.ph

EEEs and ITEs needing further clarification on the foregoing may direct their queries to their respective ZAs/ZMs/OICs (for queries on content of the List of Importables and submission procedures / requirements), the PEZA-MIS Department for eIPS systems / process concerns, or their selected VASP/s for specific systems features.

For compliance. 

ANNEX A**LIST OF EIPS-ENABLED ECONOMIC ZONES & IT PARKS/CENTERS
(As of 20 April 2009)**

1. Amkor Technology SEZ
2. Angeles Industrial Park SEZ
3. Baguio City Economic Zone
4. Calamba Premier International Park SEZ
5. Carmelray Industrial Park I
6. Carmelray Industrial Park II
7. Cavite Economic Zone
8. EMI SEZ
9. First Cavite Industrial Estate
10. First Philippine Industrial Park
11. Food Terminal Inc. SEZ
12. Gateway Business Park SEZ
13. Golden Mile Business Park
14. Laguna International Industrial Park
15. Laguna Technopark Inc. SEZ
16. Light Industry & Science Park I
17. Light Industry & Science Park II
18. Light Industry & Science Park III
19. Lima Technology Center
20. Luisita Industrial Park
21. Macroasia-SEZ
22. Mactan Economic Zone
23. Mactan Economic Zone II
24. Mitsumi-MRI
25. Saranggani Economic Development Zone
26. TECO SEZ
27. Yazaki Torres SEZ
28. IT Parks/Centers in Metro Manila c/o the Enterprise Operations Department,
Head Office

ANNEX B**PRO-FORMA APPLICATION LETTER
FOR ENROLMENT IN PEZA's eIPS**

Date _____

(PEZA Zone Administrator / Manager / Officer-in-Charge)

(Zone Location) _____

(Zone Address) _____

Dear _____

This is to submit our application for registration in the PEZA electronic Import Permit System (eIPS). The list of importable items, in soft and hard copies, duly certified by myself or by my duly designated Nominee is enclosed and hereby endorsed for your review. The other details are as follows:

A. Responsible Officer/s: _____
(Name, position and contact numbers: email, telephone-landline and cellphone)

B. Preferred Value Added Solution Provider : _____

C. Preferred Date of e-IPS Activation : _____

D. A copy of our enrollment form with the VASP is enclosed

E. Authorized Brokers/Forwarders

(Locator may authorize more than one Broker; indicate the validity date of Broker's accreditation with PEZA; for each authorized Broker staff, indicate name, position, contact numbers through email, telephone landline and cellphone)

F. Modes of payment for PEZA Import Permit Fees (give details if advance payment or name of Bank for e-payment. Please don't give Bank Account number)

We confirm that we have read the guidelines for the eIPS as per PEZA Memorandum Order (M.O.) No. 2006-003, dated 11 September 2006, Memorandum Circular No. 2007-017, dated 31 August 2007, M.O. No. 2008-005, dated 16 December 2008, M.O. No. 2009-002, dated 15 April 2009, and other subsequent PEZA issuances on the eIPS, and that we are accountable for the designation of authorized users on our behalf, the list of importables, monitoring of eIP applications until delivery of the import shipment at our project site and compliance with clearances required by other government agencies. We certify that goods imported through the e-IPS shall be used only for our PEZA-registered activities.

Thank you.

Very truly yours,

Signature over Printed Name of President/CEO

Name of PEZA-registered Enterprise

ANNEX C**FORMAT FOR LIST OF IMPORTABLES**

PEZA-Registered Enterprise : _____
 Certificate of Registration No. : _____

Submitted by: : (Signature over Printed Name) _____
 : (Position in Company) _____
 Date Submitted : _____

List of Registered Activities:

Original Registration Agreement	Date Approved:	Activities:
Supplemental Agreement	Date Approved:	Activities:
Supplemental Agreement	Date Approved:	Activities:

Required data (in MS Excel format)

- 1. Item/Goods Description – as indicated in the invoices, purchase orders**
- 2. HS Code (11 digit HS Code, ASEAN Harmonized Tariff Nomenclature)**

Note : Please segregate List of Unregulated Importables from List of Regulated Importables

Optional data as may be required by a VASP (in MS Excel Format)

- a. Supplier Name
- b. Supplier Code
- c. Item Code or part number – as indicated in Purchase Orders, delivery/advance shipping notice, delivery confirmation and invoice
- d. Commodity Code
- e. Commodity Description
- f. Pre-Alert Description

Required Broker Certification

This is to certify that we have classified the import items listed herewith into the appropriate HS Code Tariff Classification pursuant to the latest ASEAN Harmonized Tariff Nomenclature (AHTN).

Name of Broker and Signature: _____
 Broker's License and Validity Date : _____
 Name of Brokerage Firm, if applicable: _____
 Broker's/Brokerage Firm's PEZA Accreditation No.: _____
 Validity Date of PEZA Accreditation : _____

Date Signed: _____

ANNEX D**ENDORSEMENT / CERTIFICATION OF
LIST/s OF IMPORTABLES**

Date _____

DIRECTOR GENERAL LILIA B. DE LIMA
Philippine Economic Zone Authority
PEZA Bldg., Roxas Boulevard corner San Luis Street
Pasay City

Dear Director General de Lima:

I hereby certify that the items in the attached List/s of Importables, consisting of _____ pages for the List of Unregulated Importables / _____ pages for the List of Unregulated Importables, are directly and actually needed in our company's PEZA-registered activity/ies, and is / are in accordance with requirements and guidelines prescribed in PEZA Circulars and Issuances on the submission of Lists of Importables and implementation of PEZA's electronic Import Permit System (eIPS).

I am aware that I (and my designated Nominee, if applicable) shall likewise be responsible, on behalf of the company I / we represent, for all additional List/s of Importables subsequently submitted by our company, including those importables directly added electronically to the List upon approval by the ZA/ZM/OIC of an eIP application filed by the EEE/ITE for said new Importable/s.

This is to further advise PEZA that all soft copies of our List/s of Importables required to be sent to PEZA by e-mail shall be sent **only** from my e-mail address, as follows:

_____, **or** from the e-mail address of the (company President /CEO or designated Nominee, as the case may be), Mr. _____, as follows: _____

Very truly yours,

**Signature Over Printed Name of President / CEO
or of His Duly Designated Nominee**

Specimen Initials of the President/CEO, if the Signatory

ANNEX E**DESIGNATION OF NOMINEE AS ALTERNATE SIGNATORY FOR
LIST OF IMPORTABLES**

Date _____

DIRECTOR GENERAL LILIA B. DE LIMA**Philippine Economic Zone Authority**PEZA Bldg., Roxas Boulevard corner San Luis Street
Pasay City

Dear Director General de Lima:

I hereby designate _____ (Name) _____, _____ (Position / Title) _____, whose specimen signature and initials appear below, to certify on behalf of our company and in my stead, the List/s of Importables directly and actually needed in our company's PEZA-registered activity/ies.

Specimen Signature of Designated Nominee_____
Specimen Initials of Designated Nominee

This designation shall remain effective unless revoked by me in writing in a notification to PEZA, and a new Nominee is designated by me in accordance with the format prescribed by PEZA.

Very truly yours,

Signature Over Printed Name of President/CEO_____
Name of PEZA-Registered Enterprise

ANNEX F**E-Mail Addresses of PEZA Zone Administrators/ Managers/ Officers-In-Charge
(ZA/ ZM/ OIC)**

	Zone	ZA/ ZM/ OIC	Email
1	Amkor Technology - SEZ	Miguel G. Manalo	mgmanalo@peza.gov.ph
2	Angeles Industrial Park - SEZ	Norman L. Herrera	nlherrera@peza.gov.ph
3	Baguio City Economic Zone	Dante M. Quindoza	dmquindoza@peza.gov.ph
4	Calamba Premiere International Park -SEZ	Napoleon V. Balingit	nvbalingit@peza.gov.ph
5	Carmelray Industrial Park I - SEZ	Rene Joey S. Mipa	rjsmipa@peza.gov.ph
6	Carmelray Industrial Park II - SEZ	Ricarte B. Bagain	rbbagain@peza.gov.ph
7	Cavite Economic Zone	Tereso O. Panga	topanga@peza.gov.ph
8	EMI - SEZ	Corazon P. Murcia	cpmurcia@peza.gov.ph
9	First Cavite Industrial Estate - SEZ	Cecilia Z. Veleña	czvelena@peza.gov.ph
10	First Philippine Industrial Park - SEZ	Shiela Marie P. Pidlaoan	smppidlaoan@peza.gov.ph
11	Food Terminal Inc. - SEZ	Mario L. Alberto	mlalberto@peza.gov.ph
12	Gateway Business Park - SEZ	Vivian S. Santos	vssantos@peza.gov.ph
13	Golden Mile Business Park - SEZ	Rosauro M. Limtengco	rmlimtengco@peza.gov.ph
14	Laguna International Industrial Park - SEZ	Emiliana D. Ignacio	edignacio@peza.gov.ph
15	Laguna Technopark Inc - SEZ	Antonio A. Ferrer	aaferrer@peza.gov.ph
16	Light Industry & Science Park I - SEZ	Victoria M. Cabatcan	vmcabatcan@peza.gov.ph
17	Light Industry & Science Park II - SEZ	Letty O. Natividad	lonatividad@peza.gov.ph
18	Light Industry & Science Park III - SEZ	Shiela Marie P. Pidlaoan	smppidlaoan@peza.gov.ph
19	Lima Technology Center - SEZ	Felicidad T. Sayo	ftsayo@peza.gov.ph
20	Luisita Industrial Park - SEZ	Ralph L. Miñoza	rlminoza@peza.gov.ph
21	Macroasia-SEZ	Arlene Grace T. Roldan	agtoldan@peza.gov.ph
22	Mactan Economic Zone	Sansaluna A. Pinagayao	sapinagayao@peza.gov.ph
23	Mactan Economic Zone 2 - SEZ	Belenia B. Lobitaña	bblobitana@peza.gov.ph
24	MRI Ecozone - SEZ	Saturnina L. Ylaya	slylaya@peza.gov.ph
25	Sarangani Economic Development Zone	Arnel M. Suyu	amsuyu@peza.gov.ph
26	TECO - SEZ	Primitivo O. Napeñas, Jr.	ponapenas@peza.gov.ph
27	YTMI Realty - SEZ	Romeo M. Corporal	rmcorporal@peza.gov.ph
28	I.T. Parks / Centers (Metro Manila)	Dindy Velasco	dovelasco@peza.gov.ph